



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

Michael A. Gargano, Secretary

To: Indiana Licensed Nursing Facilities

From: Faith Laird, Division of Aging, Director *F. Laird*
Pat Casanova, Office of Medicaid Policy and Planning, Director *P. Casanova*

Date: November 8, 2012

RE: Policy Change: Electronic Physician Certification for Long-Term Care Services (450B)
Process

EFFECTIVE DATE: January 1, 2013

Nursing facilities (NFs) are currently required to submit multiple documents including the physician-signed 450B, current MDS, nurses' notes, progress notes, social services' notes, and Notice of Assessment Determination (4B) to the Division of Aging (DA) for the following cases:

- NF requests for continued stays (PAS cases only)
- NF transfers
- New Medicaid pay status
- Clients transitioning from the Medicaid Waiver program to NF admissions

At present, documents submitted from NFs can range anywhere from fifty to hundreds of pages, requiring not only a great deal of staff time to make the necessary copies, but costly mailing fees. Upon receipt, the DA must then open and date-stamp date each piece of mail, log each case, review and process each case, data-enter the Medicaid information, and mail the reviewed 450B back to the NF.

Ever mindful of the delay from the time NFs mail the documents to receiving an authorized 450B (not to mention the associated costs), the DA, in collaboration with the Office of Medicaid Policy and Planning (OMPP) and the nursing facility trade associations, has developed and piloted an electronic 450B (e-450B) process, that will be expanded statewide effective January 1, 2013. With the implementation of the e-450B process, the DA's reporting capabilities will also increase significantly, which will assist with our ongoing evaluative processes. A special thank



you goes to the NFs that served as part of the pilot project. Their assistance and willingness to serve in this capacity is much appreciated.

The new e-450B form utilizes an online "check-off" system that thoroughly describes the resident's condition. It is a summary of the MDS, the "old" 450B, and the eligibility screen used by the Area Agencies on Aging's Pre-Admission Screening (AAA/PAS) team in determining nursing facility level of care. Required additional documents include the 4B, medication sheets, and the nurse's clinical summary, which provides a narrative of the resident's current condition. As of January 1st, no more than ten (10) pages of documentation including the nurse's clinical summary will be accepted along with the submission of the e-450B. Please also be aware that all e-450Bs submitted to the DA without all required documentation will be rejected, denied, or returned to the NF for additional information.

With the new web-based process, NF staff completes the e-450B online, saves and prints it, obtains the approved signature (physician, physician assistant, or nurse practitioner), and then uploads the completed e-450B along with the required 4B, medication list, and nurses' clinical summary. The DA receives the information electronically, reviews and processes it, data-enters Medicaid information as appropriate, and returns the reviewed e-450B electronically to the NF.

The DA will host e-450B trainings at the Indiana Government Center South Auditorium on the following dates and times:

Thursday, January 10, 2013 – 10 am - 12 noon Wednesday, January 16, 2013 – 1 pm - 3 pm

Wednesday, January 23, 2013 – 10 am - 12 noon Thursday, January 24, 2013 – 1 pm - 3 pm

Please note the above-listed trainings are repeat sessions; you may attend any training that fits your schedule. **Please bring a copy of the User Guide and the PowerPoint presentation slides to the trainings** (which can be accessed by using the following link:

<https://myweb.in.gov/FSSA/aging/form450b/>), as the DA will not have printed copies available.

Full implementation will be effective February 1, 2013. After that date, the DA will no longer accept mailed documents. *E-450B User Guide*, a useful tool as you implement/complete the e-450B process as well as the PowerPoint guide, will be available online prior to the trainings. These tools are expected to be available online as of December 10th. Please begin using the new process once you attend a training session.

Please note the following:

1. The e-450B process is for those cases normally submitted to the DA. At this time, the e-450B is not available for the initial PAS/PASRR process administered through the AAAs. NFs may choose to complete the e-450B, obtain the appropriate signature (physician, physician assistant, or nurse practitioner), and submit it along with the

required PAS documents to the AAA; however, the document cannot be submitted to the AAA through the web-based system.

2. Effective February 1, 2013, the DA will no longer accept the SA/DE form completed by NFs in lieu of the 4B or previous 450B nor will it be available thru forms management. However, NFs will continue to receive the SA/DE computer-generated form through the AAA/PAS office and authorized by the DA for those who meet the following criteria:
 - a. Initial completed PAS/PASRR cases in which the NF is identified
 - b. Admit date identified
 - c. Valid Medicaid number

*Once you receive the state authorized SA/DE from DA, please note that LOC has been updated in AIM, and therefore; NFs do not need to send any other documents to the DA, unless otherwise noted on the authorized SA/DE form.

3. Please allow an average of thirty-five (35) calendar days for reviewing and issuing DA decisions for e-450Bs.
4. Please do not submit duplicate 450Bs to DA (either in paper form or the new e-450B) as that is a duplication of effort.

It is our hope and intent that this process change will enhance current service delivery in a more efficient and cost-effective manner. Please direct questions or concerns to Becky Koors, Division of Aging, Assistant Director. Becky may be contacted at 317-232-4355 or by email, Rebecca.Koors@fssa.in.gov.

Thank you in advance for your cooperation and continued dedication to serving Indiana Hoosiers.

cc: AAA
DA
HP
ISDH
OMPP
NF Trade Associations